

# North Carolina Child Nutrition Weekly Update

Week of November 12-16, 2012

Issue No. 2012.11-2



## In this issue:

- ▶ **Revised Memorandum of Agreement - Accountability** 
- ▶ **Memorandum of Agreement – NAEP** 
- ▶ **Civil Rights Training for Child Nutrition Administrators** 
- ▶ **Civil Rights Monitoring Worksheets** 
- ▶ **VERIFICATION PROCESS: Important Dates to Remember**
- ▶ **Vacancy Announcement – Randolph County Supervisor** 
- ▶ **Vacancy Announcement – Brunswick County Supervisor** 
- ▶ **Weekly Q&A – Cash Management Procedures**
- ▶ **Recall Notices**
- **Mark Your Calendar**



### November Dates to Remember...

#### November 15

Deadline for Submitting Fresh Fruit & Vegetable Claim for Reimbursement

#### November 15

Deadline for Completion of Verification of F&R Applications

#### November 16

Verification Survey Opens

#### November 16

Verification Summary Report Opens (CN Technology System)

#### November 22-23

Thanksgiving Holidays (State offices closed)

*In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender (male or female), age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.*

## Revised Memorandum of Agreement - Accountability

The Accountability Memorandum of Agreement has been revised and is attached. The contact list has been updated to include individuals that were not included on the original MOA. The revised list is attached and should replace the one that was previously distributed. If the contact information is incorrect for your SFA please contact Faye Atkinson with NCDPI Accountability Services at 919.807.3803. If you have other questions regarding the MOA or need assistance please contact your regional consultant.

If you have questions, please contact your Regional Child Nutrition Program Consultant.

 = [moa-acct-rev Nov2012.pdf](#)

## Memoranda of Agreement - NAEP

The Memorandum of Agreement with NCDPI Accountability Services and National Assessment of Educational Progress (NAEP) for the 2012-13 school year has been approved. Please review the attached MOA and respond accordingly upon request from the NAEP Contact Person for each school. We suggest that you proactively provide a copy (hard copy or electronic) of the MOA to each school's contact person that requests information so they may be aware of the contents of the MOA and their responsibilities under the MOA. Please be reminded that unlike most MOAs, the NAEP MOA only applies to certain SFAs and to certain schools within the SFA.

If you have questions, please contact your Regional Child Nutrition Program Consultant.

 = [moa-naep 12-13.pdf](#)

## Civil Rights Training for Child Nutrition Administrators

The North Carolina Department of Public Instruction, Child Nutrition Services Section will offer two Civil Rights webinar training sessions in November, 2012. As you know, **Civil Rights training is required for each Child Nutrition School Food Authority annually. The training is mandatory for any Child Nutrition Administrator who has not attended Civil Rights Training since the Fall/Winter of 2011.**

To make the training easily accessible to all who are required to participate, the sessions will be provided via "webinar" format. All you will need to participate is a computer with internet access and a phone line.

**The webinars will be provided on Monday, November 19 at 2:00 pm and Tuesday, November 27 at 9:00 am.** Please complete the attached registration form and e-mail it to [Janice.ezzell@dpi.nc.gov](mailto:Janice.ezzell@dpi.nc.gov) or fax it back to Janice Ezzell at (866) 639-5014. **Please register by close of business on Thursday, November 15, 2012.**

Once Janice Ezzell has received your registration form, she will send you the web link and phone number to participate. If you have any questions about the training itself, please feel free to e-mail or contact Janice at

(910) 833-6750.

We look forward to your participation in this required training.

 = **civ right reg frm.doc**

## **\*\*REMINDER\*\* Civil Rights Compliance Monitoring Deadline**

Please remember that School Food Authorities (SFAs) must conduct annual Civil Rights reviews of the Child Nutrition Program to ensure compliance with program-specific regulations as directed in USDA regulation FNS 113-1. The SFAs' responsibility regarding Civil Rights compliance is contained in the Civil Rights Compliance Worksheet for the SFA, as well as in the Civil Rights Compliance worksheet for each approved food service site. Each worksheet (for the SFA and each approved food service site) must be completed annually by **December 15<sup>th</sup>** and retained at the local level for program audit/review by the State Agency.

The Civil Rights Compliance Worksheet for SFAs and the Civil Rights Worksheet for food service are available on the Child Nutrition website at: <http://childnutrition.ncpublicschools.gov/front-page/information-resources/civil-rights>.

Should there be questions regarding this requirement, please contact your regional Child Nutrition Operations (Regional) Consultant.

## **VERIFICATION PROCESS – Important Dates to Remember**

The following are the remaining important dates in the Verification process:

<b>November 15</b>	Deadline for completing Verification of F&R Applications.
<b>November 16</b>	Verification Survey will be open.
<b>November 16</b>	Verification Summary report opens. SFAs may begin entering data.
<b>November 21</b>	Verification Survey will close.
<b>March 1</b>	Verification Summary report closes. Remember, if this deadline is missed funds may be withheld.

## **Vacancy Announcement – Randolph County Child Nutrition Supervisor**

Randolph County Schools invites applications for a Child Nutrition Supervisor position. Please review the attached vacancy announcement for a description and for details on applying for the position. Questions should be directed to: Donna Osborne, Child Nutrition Director, at 336.318.6133.

 = **randolph supv.pdf**

## Vacancy Announcement – Brunswick County Child Nutrition Supervisor

Brunswick County Schools invites applications for a Child Nutrition Supervisor position. Please review the attached vacancy announcement for a description and for details on applying for the position. Questions should be directed to: Tina S. Ward, Child Nutrition Director, at [tward@bcswan.net](mailto:tward@bcswan.net) or by phone at 910-253-1091.

 = **brunswick supv.pdf**

## Weekly Q&A

### QUESTION:

What are some things to keep in mind as you are reviewing, updating or developing your cash management procedures?

### ANSWER:

Written cash management procedures should be available at each school site and on file at the CN office. The purpose of cash management procedures should detail the way money/receipts are handled and documented. Procedures should include details on (but not limited to):

- How and when money/receipts are counted and how it is documented;
- Who is responsible for counting and documenting money/receipts, as well as what the district considers acceptable documentation;
- Where money/receipts are accepted, counted, documented and where/how petty cash is stored;
- How, where and when deposits are made, as well as the persons responsible for making them.

As meals should be recorded at the point of service, money should be recorded when it is received. And, immediately after the meal service has ended the following procedures should be adhered to:

- Each cashier should count their own money and tallies should be verified by another person.
- Cash should be counted by two people before it is receipted and deposited.

Other best practices for cash management procedures include:

- Rotate cashiers often.
- Kitchen Managers should not be a regular cashier, but only serve as a cashier in an emergency.
- SFAs are advised to provide annual cash management and cashier training for all employees to strengthen competency and integrity in cash counts.

If you have questions, please contact your Regional Child Nutrition Program Consultant.

# RECALL NOTICES

*We are aware that the recall notifications we receive may or may not pertain to any public or charter schools in North Carolina. However, we strive to keep you as well informed as possible by posting any recalls that could potentially cause problems in your school meal programs. Please be sure to review the official recall notices at the web locations provided. Should a recall apply to items currently in your inventory, please follow the instructions provided in the recall notice.*



## Chicken Breast Nugget Products

Perdue Foods, LLC, (Bridgewater, VA) is recalling approximately 1,440 pounds of chicken breast nugget products because of misbranding and an undeclared allergen, milk.

**RECALL NOTICE LINK:** [http://www.fsis.usda.gov/News & Events/Recall\\_071\\_2012\\_Release/index.asp](http://www.fsis.usda.gov/News & Events/Recall_071_2012_Release/index.asp)

## Mark Your Calendar

November 15 (Thursday)	Fresh Fruit & Vegetable Claim for Reimbursement Deadline
November 15	Deadline for Completing Verification of F&R Applications
November 16	Verification Survey Opens
November 16	Verification Summary Report Opens
November 22-23	Thanksgiving Holidays (State offices closed)
December 10 (Monday)	November Claim for Reimbursement Deadline
December 15 (Saturday)	Fresh Fruit & Vegetable Claim Deadline
December 15	Civil Rights Checklist Completion and on File in SFA
December 15	Nutrient Analysis for October Menus Due
December 24-26	Christmas Holiday Observed (State offices closed)
January 1, 2013	New Year's Holiday (State offices closed)
January 13-15, 2013	SNA Child Nutrition Industry Conference (San Antonio, TX)

**\*\* REMEMBER** – Anytime the 10<sup>th</sup> falls on a weekend the actual due date for the claim for reimbursement is the next business day which is usually Monday. In the event that the following Monday is a holiday then the due date moves to the next business day. Also remember, the CN Technology system is programmed to flag any claim for reimbursement that is submitted after the 10<sup>th</sup> with the “10 day” error message (Error Code 1401). The NCDPI Child Nutrition section and the Claims section are fully aware of this and the Claims department will automatically override that error message for any claims submitted in this time period. It is not necessary to contact the Child Nutrition office when you receive the error message in this situation. However, if a claim reimbursement is submitted after the 10<sup>th</sup> for any other reason, you must contact us. **NOTE:** This also applies to the Fresh Fruit and Vegetable Program for which the claim for reimbursement is due on the 15<sup>th</sup> of each month.